

## Minimum Good Practice Checklist

Good Practice Contract Management Checklist			Contract Type		
			HIGH RISK CONTRACT	MEDIUM RISK CONTRACT	LOW/NO RISK CONTRACT
Minimum Good Practice Activities	Tool on Contract Management System	Example	Active Management <i>(Complex services, high risk &amp; impact)</i>	Focused Management <i>(flex to suit contract type, complexity &amp; risk)</i>	Basic/Administrative Tasks <i>(One of purchases, low risk &amp; low impact &amp; low value services)</i>
Minimum contract information should be logged	General Tab	Contract Name, Contract Description, Start & End Date, internal contact details, supplier name	✓	✓	✓
A copy of the signed Contract document must be kept	Documents Tab	Upload the hardcopy contract and any related documentation to the Contract Management System	✓	✓	✓
Documents relevant to the contract should be logged	Documents Tab	Upload any related documentation, e.g. insurance policy, warranties, key Contract Management information, like contact lists and escalation hierarchies. Use the correct document type, this allows you to set expiry dates, where relevant, i.e. for insurance policies etc. The system will then notify you when the documents need to be updated. You can upload zip files, and files to a maximum size of 25Mb. Anything bigger will need to be split into separate files, or for PDF documents use a PDF splitter, like Adobe DC	✓	✓	

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Contract renewals and expiries should be tracked	Tasks Function	In tasks you can set a reminder of the key date, and decide how long in advance you wish to be notified, you can add in other key people to these notifications using their email addresses. Schedule a task, i.e. Contract expiry reminder, reminder to begin a re-tender project, reminder to check progress on a key milestone.	✓	✓	✓
Contract Management activities should be proactively planned for (i.e. upcoming terminations or renewals, re-negotiation of pricing). Related information should then be updated	Tasks/Notes	In tasks set a reminder of the key date, adding in any relevant users to receive the reminder using their email addresses. You can use the Notes section to capture the relevant information, and sign-post users here in the reminder notice.	✓	✓	

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Key contract/project milestones should be logged, with notes on the supplier's performance captured on the system	Tasks/Notes	You can use the Tasks and Notes section for both Contract and Project Management activities around key milestones. I.e. Set a task to remind the relevant users of an upcoming contract/project milestone, sign-posting them to the Notes section where you capture notes on the contracts/project's performance against any set timeline.	✓		
Notes should be made to show where key decisions have been made, reviews have taken place etc	Notes	Log relevant notes with an automatic timestamp, including amendments, key decisions, agreements with the supplier etc. If these are already in document form, you might prefer to attach them in the Documents tab	✓	✓	
Minutes should be taken and logged on the system	Documents Tab	i.e. Performance Review minutes. This way they are available for you to plan any renegotiation, or contract renewals, or for General Council to review if there are legal issues going forward. They are also available for any handovers.	✓		

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Minimum data should be in place for handover, such as the name of the supplier's Contract Manager and their contact information	Suppliers	Add the supplier in the Supplier tab. They will need to exist in our supplier database already before you can search and add them here (i.e. be a university approved supplier, onboarded through our official process (contact RT@sussex.ac.uk to onboard a supplier). Log the supplier's contact information under this tab	✓	✓	✓
It should be clear what Items/service the Supplier should be providing	Items	Add items with descriptions, i.e. 'lift maintenance'	✓	✓	✓
Variations (changes) to the service, should be captured in writing and kept on record with the contract	Variations	Log & track contract variations, i.e. changes to milestones, project timelines, payments etc	✓	✓	✓
Supplier performance review meetings should be held.	Tasks	Schedule a task, i.e. reminder to arrange a meeting. Then add key users to the tasks, i.e. the Procurement Category Manager, or key service users. These users will receive the reminder notices	✓	✓	

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Important correspondence should be kept on the supplier record with the contract	Correspondence	Correspondence can be sent out to your supplier through the system. This then logs the email directly on the system under the Correspondence tab	✓		
Issues with the product or service should be recorded and kept with the contract	Defects	Points can be assigned to issues/defects related to a service, depending on the level of the severity. Actions can be logged against defects, i.e. 'to discuss at next contract review meeting'	✓	✓	
Pertinent written discussions about the contract should be kept on record with the contract	Dialogues	A logged conversation with a specific supplier about the contract	✓		
A system should be in place to track the performance of the supplier	Ratings	Using a straightforward traffic light system, you can give suppliers ratings via a feedback form. You can send this out from the system to key users	✓		
There should be an awareness of how this contract relates to other contracts (including those with other suppliers)	Associated Contracts	Log associated contracts under the Associated Contracts tab, i.e. a construction agreement might require us to give notice to a utility provider under a separate contract.	✓		